

Employee Performance Evaluation

Employee Name:

Position Title:

Performance Period: July 1, 2011 – June 30, 2012

Due Date: August 16, 2012 5pm

Evaluation Type: Annual

Measurable Goal Review: List goals from the prior performance period evaluation and the employee's performance against those goals.		
<i>Goal Definition</i>	<i>Goal Target</i>	<i>Goal Performance</i>
Percentage of Working Hours Recorded in Tracker		

What do you consider to be your most significant accomplishments during this performance appraisal period?
Employee:
Lead:
Manager:

Describe areas for improvement or professional growth. What skills need to be further developed to enable this growth?
Employee:
Lead:
Manager:

Measurable Goal Setting: List goals and targets for the upcoming performance period.		
<i>Metric Definition</i>	<i>Goal Target</i>	
Percentage of Working Hours Recorded in Tracker		

Review the two sections above and detail your personal job performance growth plan for the next year. How can the agency, your supervisor, and your lead (if applicable) help you achieve this growth and these goals?
Employee:
Lead:
Manager:

SIGNATURES:

Employee Signature: _____ Date: _____
 Signature signifies performance evaluation was reviewed by employee and does not indicate that employee agrees with the review.

Manager Signature: _____

Date: _____

Reviewer Signature: _____

Date: _____

Appointing Authority Signature: _____

Date: _____